

Date: Friday, 15/11/2019

Time: 2pm

To: Committee Members

At: [REDACTED]

Subject: AWERB Operations Committee

Attendees:

[REDACTED]

Apologies:

[REDACTED]

Mentioned within text:

[REDACTED]

1. Minutes

Previous minutes were agreed

2. Matters arising

[REDACTED] had some good feedback from [REDACTED] poster. [REDACTED] and [REDACTED] want to use the information from the posters but this request has been turned down. [REDACTED] suggested this information be shown on our own website [REDACTED] has also been approached to design a quiz and [REDACTED] said that if [REDACTED] wishes to do this [REDACTED] is free to do so but should use the [REDACTED] watermark and [REDACTED] suggested a fee of £2000 to produce it.

3. Establishment Licence Holder Report

[REDACTED] received some non-compliance reports. One of these is regarding [REDACTED] PPLH who attended a conference and left instructions for the care of her food restricted animals and the instructions were not followed. The animals were not weighed and fed as they should have been. [REDACTED] systems should be robust. [REDACTED] is currently putting in [REDACTED] new Project Licence it will go to the [REDACTED]. [REDACTED] work is confirmed by the [REDACTED] systems and will continue until 2023. A gant chart of animal usage should be implemented.

4. NACWO Reports

[REDACTED] informed the committee that the boilers at [REDACTED] are now working but is still unsure of their reliability. There is also a backup boiler which is running at 1/3 of its capacity. The full replacement programme is to begin in February 2020. [REDACTED] has flooded paddocks at the [REDACTED] which require ditch dredging but [REDACTED] are being very slow at following up. [REDACTED] is closed there is now the task of clearing everything from the building.

5. Directors Report

[REDACTED] reported there has been a non-compliance in [REDACTED], a room was used for the wrong purpose. Could signs be made for the room doors, [REDACTED] informed everyone that she is still in the process of completing this but has made some room signs. During a named persons meeting [REDACTED] recently circulated a spreadsheet

about project licences and the [REDACTED], if anyone has any changes they would like to make please let her know. [REDACTED] agreed to hold these meetings termly, she requested the [REDACTED] try to provide agenda items [REDACTED] & [REDACTED] have been in discussion with the HO inspectors about the use of animals which have failed in a procedure at some stage [REDACTED] will put an information document together and circulate it so that staff are aware of what to do if something doesn't go right [REDACTED] informed the committee that there are currently a lot of accident and incident forms being received which is good and shows that the reporting process is improving. There are 2 forms available; a paper form and an online one. [REDACTED] requested that staff put some more thought in to the section that asks about what you would do to prevent further occurrences. There has been a small fire in [REDACTED], it has not had an impact on the building but it has highlighted a few housekeeping issues. [REDACTED] detailed an [REDACTED] application form sent out there is a 3 week dead line to complete and return it if you would like the chance to attend.

6. NVS Report

Nothing to report

7. Training Centre Manager's Report

[REDACTED] informed everyone that [REDACTED] has had [REDACTED] and both [REDACTED] and [REDACTED] are well. [REDACTED] has joined the team to cover [REDACTED] whilst on maternity leave. The [REDACTED] course is on 4th & 5th December 2019 further information about this is to be sent out. 'Service Tech' course is on Monday 18th November. Train the Trainer course is on 29th January 2020 and the Assessor's Course is on 25th – 27th February 2020. [REDACTED] drop-in sessions are to be discussed further.

8. 3Rs/Outreach/Openness/Report

[REDACTED] Colony Management group meeting is being held on 16^h December at the [REDACTED]. The [REDACTED] is on 14th March 2020, the application is titled 'Visions in-to Animal Research'. [REDACTED] asked that if anyone has any younger technicians who would like to get involved to please let [REDACTED] know. A poster will be circulated in [REDACTED] advertising the event. There have been 4 HO inspector visits since the end of October [REDACTED] reported that the new animal tags are working well. [REDACTED] visited [REDACTED] and looked at the room's change of designation. [REDACTED] visited [REDACTED] and discussed the plans for single housing. [REDACTED] said they doing as much as they currently can to address the concerns. [REDACTED] raised a concern about the video on the [REDACTED] showing mouse tail handling. After viewing the video it was decided that [REDACTED] will ask [REDACTED] to edit the text below the video to include information about the current processes and will arrange a meeting in the New Year to discuss the making of a new video. [REDACTED] informed the committee that in the recent [REDACTED] publication of Lab Animals there are some good papers and [REDACTED] has put some in [REDACTED] which comes out in December.

9. Any other business

[REDACTED] there will soon be a media release regarding the collaboration between [REDACTED] and [REDACTED] [REDACTED] titled 'A strategic relationship between the [REDACTED] in the pursuit of the 3R's in rationalising, improvement of standards and production of numbers'. [REDACTED] commended [REDACTED] on the excellent organisation of [REDACTED] recent symposium which deserved a better turn out. [REDACTED] pre-employment screening is to become more enhanced. [REDACTED] from the New Year AOC will be moved to 1.30pm and out of PIL week. [REDACTED] will send out new calendar invites to the committee.

10. Discussion Topic/Presentation

Date of next meeting: Friday 13th December - Cancelled due to [REDACTED] Christmas lunch.